



February 13, 2017

MEMORANDUM FOR: EDWARD HUGLER
Deputy Assistant Secretary for Operations
for Administration and Management

Elliot P. Lewis

FROM: ELLIOT P. LEWIS
Assistant Inspector General
for Audit

SUBJECT: Review of the Department's
Purchase Card Program

Please be advised that the Office of Inspector General, in conjunction with the Counsel of the Inspectors General on Integrity and Efficiency, is initiating a review of the Department's purchase card program. We will use a risk based approach to review those purchase card transactions having the highest risk for their compliance with laws, regulations, and guidance.

We will contact your Office of Inspector General liaison to schedule a meeting to discuss the review objective, scope, and methodology. Immediately after our meeting, we plan to begin work and would appreciate your notifying appropriate agency officials of our plans.

If you have questions, please contact Tracy M. Katz, Audit Director, at (202) 693-5161.

cc: Al Stewart, Director, Business Operations Center
Carl V. Cambell, Office of Acquisition Management Services